

WINNEBAGO COUNTY BOARD OF SUPERVISORS--PERSONNEL & FINANCE COMMITTEE

DATE: Thursday, August 8, 2013

TIME: 8:00 a.m.

PLACE: Human Resources Conference Room

PRESENT: Claud Thompson  
David Albrecht  
Pat Brennand (arrived at 8:01)  
Joel Rasmussen  
Bill Roh

ALSO PRESENT: Mark Harris, County Executive  
Chuck Orenstein, Finance Director  
Michael Collard, Director of Human Resources  
Bill Topel, Human Services Director  
Greg Cianciolo, Jail Division Captain  
Mike Elder, Director of Facilities and Property Mgt.  
Tom Davies, Land and Water Conservation Director  
Todd Christopherson, Chief Deputy Sheriff  
Vicky Redlin, Assistant Manager Expo Center  
Ernie Winters, Highway Commissioner  
Mark Habeck, Captain-Comm/Dispatch Center  
Tom Saari, Behavior Health Svc. Division Manager  
Melissa Konrad, Clerk of Courts  
Morgan Hinkley, Administrator Park View Health Center  
Harold Singstock, County Board Supervisor

1. David Albrecht called the meeting to order at 8:00 a.m.
2. Bill Roh moved to approve the minutes of the June 27, 2013, meeting, seconded by Joel Rasmussen. Carried 4-0.
3. **Budget Transfer – Facilities & Property Management, \$70,000.** The transfer covers the consultant fees for courthouse security design project. The National Center for State Courts, a non-profit consulting firm whose mission is to improve judicial administration in the courts, will provide a detailed plan addressing current and future operations at the courthouse. Bill Roh moved for approval, seconded by Pat Brennand. Carried 5-0.
4. **Budget Transfer – Facilities & Property Management, \$25,000.** The transfer covers the cost for a stormwater analysis to determine the cause of flooding in the County Park and on the Park View Health Center grounds. Over the last couple of years flooding has occurred with as little as 3 to 4 inches of rainfall. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 5-0.
5. **Budget Transfer – Highway Department, \$70,000.** The budget transfer of \$70,000 in unspent bond funds would be used for design development of a bridge reconstruction on CTH N in the Town of Nekimi, replacing four failing culverts with one bridge. David Albrecht moved for approval, seconded by Pat Brennand. Carried 5-0.
6. **Budget Transfer – Highway Department, \$190,000.** The CTH T project was originally approved for \$450,000 in state funding, but the plan was changed to complete the project in phases. The transfer of \$190,000 covers the WisDOT funding deferred for the second phase of the project. Joel Rasmussen moved for approval, seconded by Pat Brennand. Carried 5-0.

7. **Budget Transfer – Land and Water Conservation, \$600.** The transfer purchases a replacement laptop computer using interest earned on grant money. The department already budgeted \$200 for the purchase. David Albrecht moved for approval, but instructed Tom Davies to first check with the county's Information Systems Department to see if any of Emergency Management Department's used laptops can be reallocated to the Land and Water Department, seconded by Bill Roh. Carried 5-0.
8. **Approval of Inmate Telephone Services Agreement.** Todd Christopherson requested acceptance of a multi-year contact with Inmate Calling Solutions (ICS) for providing inmate telephone services at the Winnebago County jail. The five-year contract includes options for up to three one-year extensions. ICS will install, operate and maintain the equipment, and pay the county a commission for all call types generated, as outlined in the service agreement. Pat Brennand moved for approval, seconded by Bill Roh. Carried 4-1. Claud Thompson voted against.
9. **Resolution: Authorize a Media Sponsor Licensing Agreement between Winnebago County and Woodward Radio Group, 92.9 Country.** The three-year media licensing agreement establishes Woodward Radio Group as the exclusive broadcast media provider for events held at the Winnebago County Parks Department. Woodward would maintain two advertising signs on county parks property during the year while the county will receive four 60-second pre-recorded radio spots each to be broadcasted at least 52 times per year. Bill Roh moved for approval, seconded by Joel Rasmussen. Carried 5-0.
10. **Resolution: Authorize an Automated Teller Machine (ATM) Licensing Agreement between Winnebago County and Cornerstone Processing Solutions, Inc.** The agreement, running through 2015 would allow Cornerstone Processing Solutions exclusive right to own, operate and maintain ATM units on county parks property. Two machines would be permanent, with additional units brought in for larger events. This will support vendors who require cash-only transactions. Cornerstone would pay the county a commission of 50 cents per ATM transaction. Pat Brennand moved for approval, seconded by Bill Roh. Carried 5-0.
11. **Resolution: Approve applying fund balance to capital projects previously approved this year to be funded with bond proceeds.** The county board approved bonding for several capital projects in 2013, although there are sufficient funds in the general fund undesignated fund balance to pay for them. Bill Roh moved for approval, seconded by Pat Brennand. Carried 5-0.
12. **Approval of a special pay adjustment request to the Administrative Salary Plan.**  
Bill Topel and Tom Saari requested a special pay adjustment for a current Advanced Practice Nurse Prescriber (APNP) employee. This pay adjustment would put the employee at the median pay rate for her salary range in the Administrative Pay Plan, and reflects pay levels of the current labor market. The adjustment will give the county more flexibility when recruiting to fill a current APNP vacancy. David Albrecht moved for approval, seconded by Joel Rasmussen. Carried 4-1. Bill Roh voted against.
13. **Review proposed Human Resources Policy Manual.** A draft of the policy manual was sent to all members prior to the meeting but, due a change in mailing procedures, not all members received their copies in time to review them. Mike Collard distributed additional copies and gave an overview of each policy. The committee will review the policy manual and take possible action at next month's meeting.
14. **Update on status for 2014 employee health insurance renewals.** Mike Collard said a request for proposals was done and he would be meeting with the county's consultants, Associated Financial Group, next week. With the new federal health care reform bill, taxes proposed by the federal government would in turn will be passed on to employers, causing an increase in premium rates.
15. Bill Roh moved to approve the Resolution for Commendations for Linda Baeten, Cherilyn Eischen, Sandra Savka and Paulette Stoltzmann, seconded by Pat Brennand. Carried 5-0.

16. Pat Brennand moved to disallow the claims of Desmond Hicks, seconded by Bill Roh. Carried 5-0.
17. Bill Roh moved to disallow the claims of Dean Mason, seconded by Joel Rasmussen. Carried 5-0.
18. Joel Rasmussen moved to disallow the claims of Susan Moderson, seconded by Pat Brennand. Carried 5-0.
19. Bill Roh moved to disallow the claims of Ronald Naparalla, seconded by Joel Rasmussen. Carried 5-0.
20. The next scheduled meeting of the Personnel & Finance Committee is Thursday, September 5, 2013 at 8 a.m.
21. David Albrecht moved to adjourn the meeting at 10:56 a.m., seconded by Pat Brennand. Carried 5-0.

Submitted by,  
Joan Lowe